SENIOR ENLISTED SELECTION BOARDS

BOARD OPERATIONS BRIEF

PEOPLE ALWAYS. . . MISSION FIRST!

PURPOSE

To provide a process overview on the

ARMY'S

Senior Enlisted Selection Boards

DA SECRETARIAT MISSION

- Conduct the Army's centralized enlisted:
  - Promotion and School selection boards
  - Additional board missions as required

CENTRALIZED ENLISTED BOARDS

- **Selection missions**
  - **SMC attendance for SGM promotion**
  - **MSG and SFC promotion (Senior Leader Course auto select with SFC selection)**
  - **CSM appointment**

- **Additional missions**
  - **Qualitative Management Program (QMP)**
  - **Standby Advisory Boards (STAB)**

FIELD NOTIFICATION

- **HRC Message (zone message)**
  - 120 **days out**
  - **Parameters for consideration and Administrative instructions released**

- **Email Messages**

DEVELOPMENT OF BOARD ZONE FILE

NCOER

DVIS
DESERTER VERIF INFO SYSTEM

DFAS
DEFENSE FIN AND ACCT SYSTEM

BSH
BOARD SELECT HISTORY

SRTS
SEP RECORDS TRANS SYS

TAPDB
TOTAL ARMY PERS DATA BASE

ERB
ENLISTED RECORD BRIEF

40,000

BZF

33,000

PEOPLE ALWAYS. . . MISSION FIRST!

BOARD PROFILES

BOARD	RECORDS
CSM / SGM / SMC	6,000
MSG	22,000
SFC	33,000

BOARD MEMBER SELECTION PROCESS

- Board announcement / field notification
- DAS submits board configuration to DMPM for approval
- Upon approval, HRC tasks both the Officer and SGM career branches
- DMPM approves board membership roster
- Board President approved by the Army Chief of Staff
- DAS notifies members and issues TDY orders

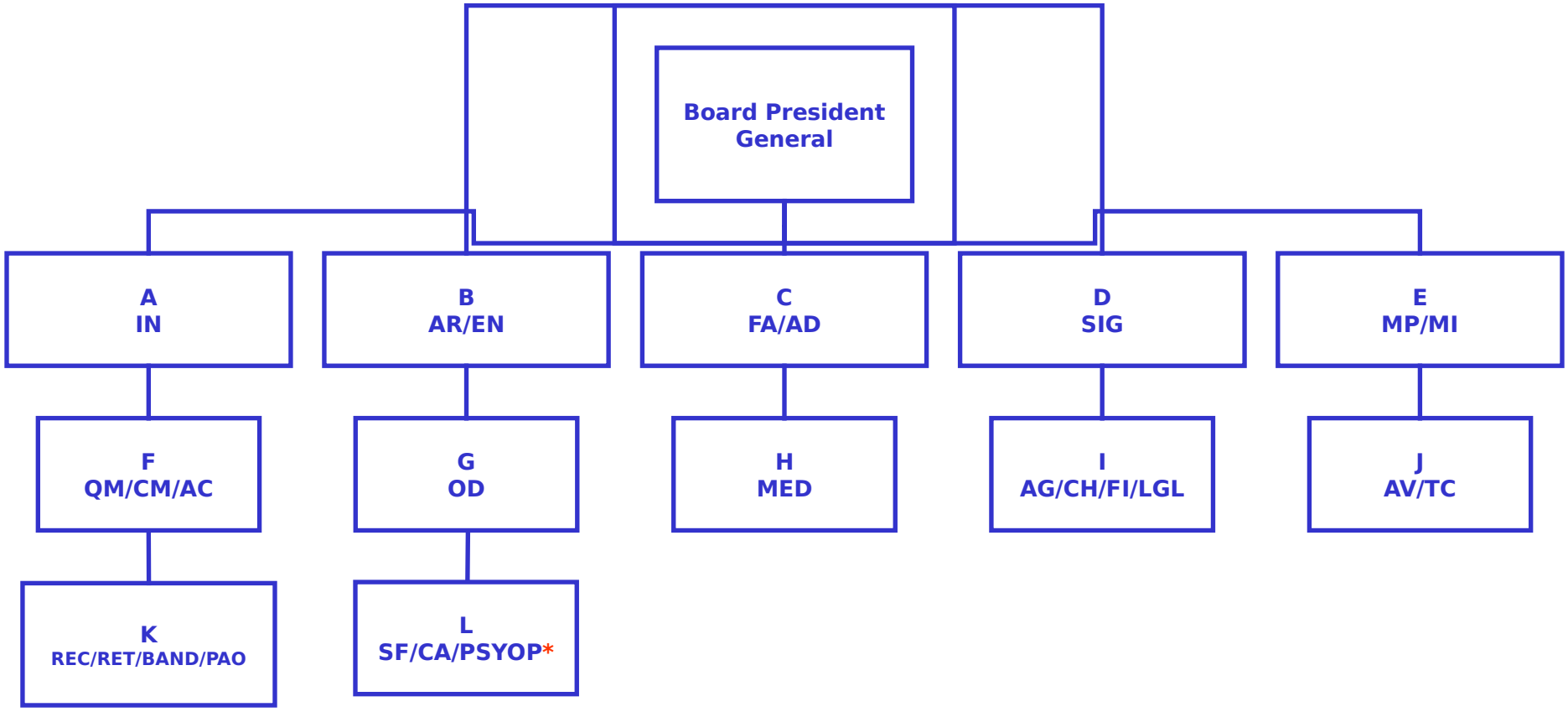
BOARD MISSIONS

- **Select the BEST QUALIFIED NCO for promotion, appointment, or schooling**
- **Conduct Standby Advisory Board (STAB)**
- **Conduct QMP board**

BOARD GUIDANCE

- **HQDA Memorandum of Instruction (MOI)**
- **Board Operating Procedures (BOP)**
- **Briefings: Board Ops, NCOER, Records Brief**
- **Proponent information packets**
- **Army Regulations**

BOARD ORGANIZATION

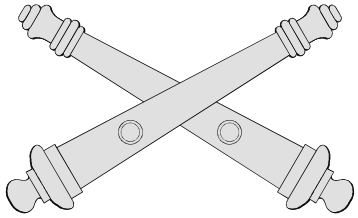


* L Panel is used for the CSM/SGM/SMC & MSG Boards

SAMPLE PANEL ORGANIZATION

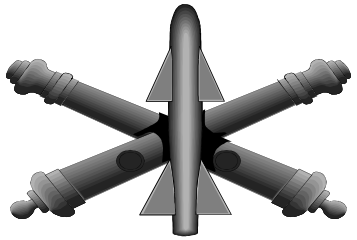
COL -- Field Artillery

LTC -- Air Defense Artillery



2 CSM -- 13

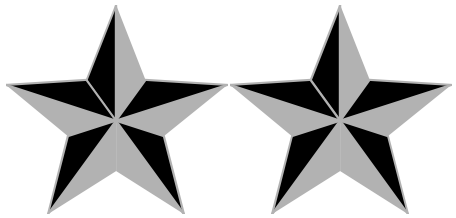
2 CSM -- 14



Mission: Consider only NCOs in CMF 13 & 14

BOARD PRESIDENT DUTIES

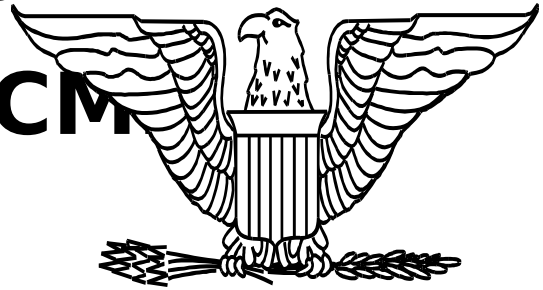
- Ensure compliance with MOI & BOP
- Provide guidance
  - Standards
  - Conduct
  - Tone
- Approve panel standards
- Compile Board RA and AARs
- Outbrief DMPM



PEOPLE ALWAYS. . . MISSION FIRST!

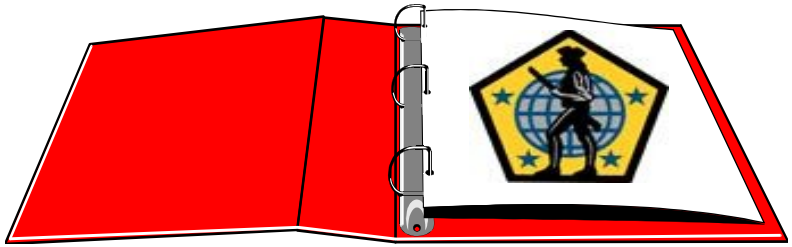
PANEL CHIEF DUTIES

- Voting member
- Ensure panel standards are IAW MOI & BOP
- Vote/Score authority
  - Personally involved in resolving deviations
- Verify OMLs and selects
- Prepare R&As for each CM
- Provide AAR input



INDIVIDUAL BOARD RECORD

- **Official Military Personnel File (Performance Data)**
- **Enlisted Record Brief (ERB)**
- **Official DA Photo**
- **Correspondence to the Board President**



ENLISTED RECORD BRIEF

BRIEF DATE	NAME	RANK - DOR	PMOS	SSN	COMPONENT
20060306		1	25B		REGULAR

SECTION I – Assignment Information

OS/Deployment Combat Duty

Start-End Date	CT	MO	TS	TT
19970123-19980116	KS	12	3	S
19950523-19951122	CU	6	1	O

	#S - 1	#L - 0
	#	M
C	0	0
O	1	6
R	1	12
TOT: 18		

Dwell Time		DEROS
Start	xxxxxxx	
Month - Days	xxxxxxx	DROS 19980202

Date Dependents Arrived OS	xxxxx		
PMOS	25B	SQI	0
SMOS	88M	PDSI/YRMO	/
Bonus MOS	xxxxx	ASI	00
Bonus Enlist Elig Dt	xxxxx		
Promotion Points/YRMO	xxxxx		
Prev Promotion Points/YRM	xxxxx		
Prom Seq#	xxxxx	Prom Select Dt	xxxxx
Promotion MOS	xxxxx		

ASVAB		Test # / Dt		ASVAB17 / 19950301			
GT	xx	ELEC	xx	FOOD	xx	TECH	xx
ADMIN	xx	FA	xx	COMMO	xx		
CMBT	xx	MECH	xx	MAINT	xx		

Delay Separation Reason	xxxxx
AEA / Dt	xxxxx

Flag Code	Flag Start Dt	Flag Expiration Dt
xxxxx	xxxxx	xxxxx

SECTION II – Security Data

PSI Status	xxxxx	Fld Det PS Stat	xxxxx
PSI Invest INIT	xxxxx		
PSI Invest Compl	xxxxx		

SECTION V – Foreign Language

Language	Read	Listen	Speak

DLAB

SECTION VI – Military Education

MEL/MES BNCOC/GRADUATED

Course	Year
SYS ADM/NTWK MGR SCTY	2003
BASIC NCO CRS (BNCOC)	2003
INFO ASSURANCE CRT PRG	2002
SUPPORT OP CRS PHASE I	2000
MANAGER DEV CRS	2000
DEFENSE REUTILIZ MKT	2000
SUPERVISOR DEV	2000
ACTION OFCR DEVPT CRS	2000
DEF DIST MGT CRS	2000
PROTEC SEC & CONF DOCS	2000
COMBAT LIFE SAVERS CRS	1997
PRIMARY LDRSHP DEV CRS	1997

Correspondence Courses

Total # of Hours 626

SECTION III – Service Data

BASD 19941023	PEBD xxxxx	BESD xxxxx	
ETS xxxxx	DIEMS xxxxx	Reenl Elig/Prohil	xx
# Days Lost	AGCM Dt xxxxx	AGCM Elig Dt	xxxxx

	PVT	PV2	PFC	SPC - CPL
DOR		19920308	19931103	19941202
	SGT	SSG	SFC	MSG - 1SG
DOR	19971001	20000401		
DOR	SGM - CSM			

SECTION VII – CIVILIAN Education

Level Completed	3 YR COLL	Yr	1999
DESG	60 OR MORE SEM HRS COL CRED		
Institution Discipline	xxxxx	Yr	xxxxx
Institution Discipline	xxxxx	Yr	xxxxx
Number Of Semester Hours Completed	111		

Technical Certification

Course Name	Dt Certified	Dt Expires

SECTION VIII – Awards and Decorations

MSM	1
ARCOM	3
AAM	10
JMUA	1
CGMUC	1
AGCM	3
NDSM	2
KDSM	1
HSM	1
NOPDR	2
ASR	1
OSR	1
CGSOR	1
MOVSM	1
GWTSM	1
DRV/MECH	1

SECTION IV – Personal/Family Data

Date of Birth 19730720	Birthplace xxxxx
Country of Citz xxxxx	Sex/Race xxxxx
No of Dependent Adults/Children xxxxx	Religion xxxxx
Marital Status xxxxx	Spouse Birthplace/Citz xxxxx
PULHES 111111	Height/Weight xxxxx
EFMP Dt	#Cmd Sponsored 0
Physical Category xxxxx	APFT P/F Dt xxxxx
Last Physical Exam 20040602	MMRB Results/Dt
Home of Record xxxxx	
Mailing Address xxxxx	
Mil Spouse SSN/MPC xxxxx	
Svc Comp / DoD xxxxx	
Emergency Data Verified Date xxxxx	

SECTION X - Remarks

HIV YRMO	xxxxx
RGMT AFL	xxxxx
Date Last Photo	xxxxx

Date of Loss xxxxx | Date of Last PCS xxxxx | Date of Last NCOER xxxxx

SECTION IX – Assignment Information

ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS	ASI	LANG
PROJ											
Current	20051003		W6ED41	ISA EREC	INDIANAPO	x	MP	NCOIC SOFTWARE BR	25B4O	00	
1st Prev	20050201	8	W6ED41	ISA EREC	INDIANAPO	x	MP	NCOIC SOFTWARE BRANCH	25B4O	00	YY
2nd Prev	20041020	3	W6ED41	ISA EREC	INDIANAPO	x	MP	INFO SYS SUPV	25B4O	00	YY
3rd Prev	20031002	12	W6ED41	ISA EREC	INDIANAPO	x	MP	SR INFO SYS MGR	74B3O	00	YY
4th Prev	20021004	12		AUTOMATION EREC	INDIANPLS	x	MP	INFO SYS SUPV	74B3O	00	YY
5th Prev	19990601	40		HHC 7TH ID	FT CARSON	x	FC	COM GENERAL'S DRIVER	88M3O	00	YY
6th Prev	19980203	16		2ND TRANS CO	FT CARSON	x	FC	HVY WHL VEH OPR	88M2O	00	YY
7th Prev	19970801	6		728TH MP BN HHD	KOREA	x	P8	DETACHMENT/TRNG NCO	95B2O	00	YY
8th Prev	19970123	6		728TH MP BN HHD	KOREA	x	P8	VEHICLE DRIVER	88M1O	00	YY
9th Prev	19960415	9		704TH MSB AUG TEAM	FT CARSON	x	FC	MOTOR TRANSPORT OPR	88M1O	00	YY
10th Prev	19950313	13		B CO 704TH MSB	FT CARSON	x	FC	MOTOR TRANSPORT OP	88M1O	00	YY
11th Prev											
12th Prev											
13th Prev											
14th Prev											
15th Prev											
16th Prev											
17th Prev											
18th Prev											
19th Prev											
20th Prev											
21st Prev											
22nd Prev											
23rd Prev											
24th Prev											

OFFICIAL PHOTOGRAPH

- **Photo represents the Soldier**
- **DAPMIS is the official repository**
- **Regulation requires a new photo if**
  - **Photo is more than 5 years old**
  - **Award of ARCOM or higher**
  - **Change of rank**
- **Missing photo – sends a message to the Board**

MEMORANDA TO BOARD PRESIDENT

DO

- **Be brief, concise and factual**
- **Use memorandum format (AR 25-50)**
- **Provide info not on OMPF**
- **Address the Board President**
- **Include SSN**
- **Sign memo**

DON'T

- **Address info already in record**
- **Use as an avenue to express grievances**
- **Justify past misconduct**
- **Boast about yourself**
- **Enclose extraneous documents**
- **Forget to sign**

FAMOUS QUOTES

“I put top priority on commuicatiens, first, because doing a war the whole Army is dependent on good commuications.”

“I am writing this letter on begalf…I am presently assigned to a National Gaurd unit…..”

FAMOUS QUOTES

“I have got almost two years of college… always a prufessenel.”

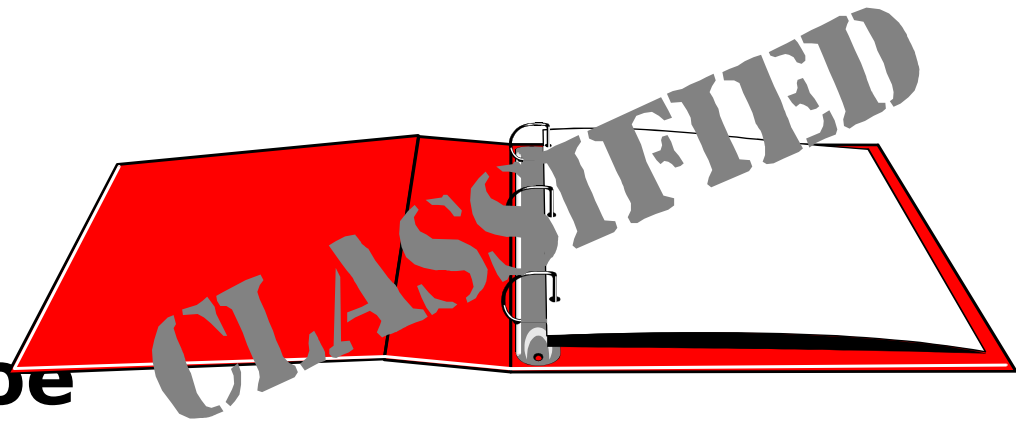
“It has come to me that certain documents may not be in my official military file. I feel they are detrimental to my military career, and should be part of my official file.

COMMON DISCREPANCIES

- **No photo**
- **Missing NCOER**
- **Height and Weight**
- **Blank or incorrect PMOS/SMOS/DOR/ BASD**
- **P3 profile w/no MMRB results annotated on ERB**
- **Inconsistent profiles**
- **Blank/incorrect MIL/CIV Ed entries**
- **Un-documented badges, tabs, awards and decorations**
- **No consistency between photo, ERB and OMPF**

CONTROLLED RECORDS

- Classification cover sheet
- Categories
  - Red Tags
  - John/Jane Doe



- Voted without special consideration

RESTRICTED INFORMATION REQUESTS

- Based on contents of the Performance Data in the OMPF
- Personally submitted to the Board Recorder for research
- Board President reviews information and can veto request w/o further action
- DMPM is final approval authority for release of information to the board

VOTING SYSTEM

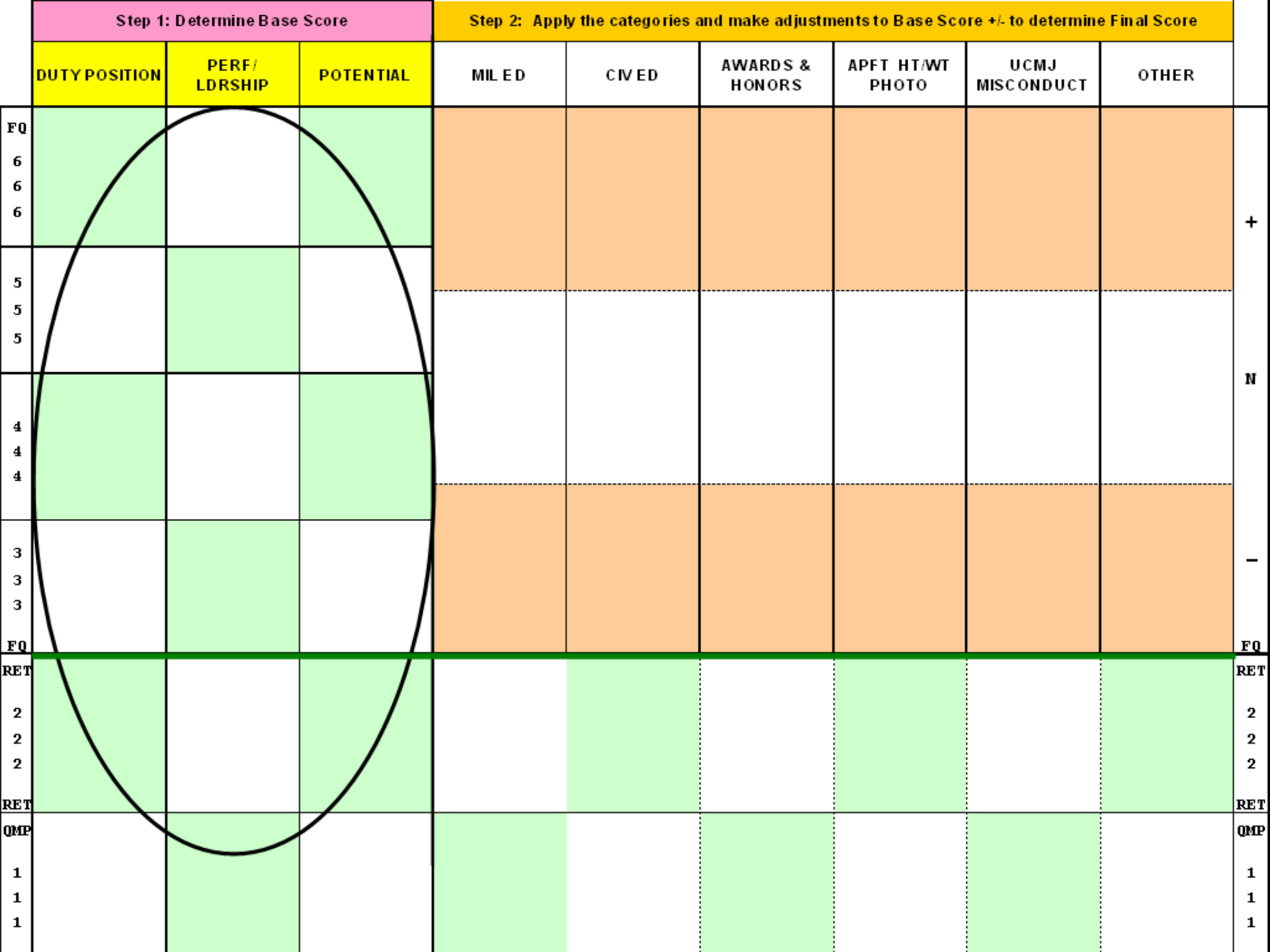
SCORE	PERFORMANCE	RESULT
6 +/-	Exceptional	Select Now
5 +/-	Excellent	Definitely Select
4 +/-	Strong	Should Select
3 +/-	Successful	Select if Room
2 +/-	Acceptable	Retain in Grade

FQ

PANEL TRAINING

Ensure Consistency !!!

- **Develop panel standards**
  - **Performance, potential, duty position**
  - **Military/Civilian education**
  - **Height, weight & APFT**
  - **Commendatory and disciplinary**
  - **CMF/MOS specifics**
- **Practice vote and refine standards**
- **Obtain Board President's approval**


Step 1: Determine Base Score
Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score
DUTY POSITION
PERF/ LDRSHIP
POTENTIAL
MIL ED
CIV ED
AWARDS & HONORS
APFT HT/WT PHOTO
UCMJ MISCONDUCT
OTHER
FQ
6
6
6
5
5
5
4
4
4
3
3
3
FQ
RET
2
2
2
RET
QMP
1
1
1
+
N
–
FQ
RET
2
2
2
RET
QMP
1
1
1

ORDER OF MERIT LIST

SEQ #	TOTAL SCORE	SSN	NAME	RAW SCORE	
1	18+3	#	Joe, G.I	6+ 6+ 6+	
146	12+2	#	Porter, S	#	
147	12+2	#	Romero, P	#	
148	12	#	Young, A	#	
149	12	#	Andrews, B	#	
150	12	#	Clark, K	#	
151	12	#	Harrison, F	#	
152	12-1	#	Hunter, D	#	
153	12-1	#	Best, P	#	
154	10+1	#	Sutcliffe, S	#	
155	9-3	#	Curtis, D	#	
156	8+3	#	Harding, B	#	SELECT OBJ 150
157	8+2	#	Walther, P	#	
235	6-3	#	Krueger, F	2- 2- 2-	

PEOPLE ALWAYS. . . MISSION FIRST!

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153	12-1	#	Best, P	#
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FQ

SELECT OBJ 150

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	150	1	12	#	Clark, K	#
	151	21-5	12	#	Harrison, F	#
	152	21-4	12-1	#	Hunter, D	#
	153	20+	12-1	#	Best, P	#
	154	3	10+1	#	Sutcliffe, S	#
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	150	1	12		#	Clark, K	#	APS 2
	151	21-5	12		#	Harrison, F	#	APS 1
	152	21-4	12-1		#	Hunter, D	#	APS 3
	153	20+	12-1	SEL 1	#	Best, P	#	
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SELECT OBJ 150

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VERIFICATION ROSTERS

- Based on OML Selects
- Confirmed by Panel Chief
- Used to verify final select rosters

ADDITIONAL

BOARD

MISSIONS

QMP Board Mission

Review all referred files and determine if the Soldier should receive a HQDA directed denial of continued active duty service under QMP

QMP Objectives

- **Enhance the quality of the career enlisted force**
- **Deny continued service to nonproductive Soldiers**
- **Encourage Soldiers to maintain their eligibility for further service**

STANDBY ADVISORY BOARDS

- Initial consideration - **(File was not seen by a previous promotion board due to error)**

- Reconsideration - **(First award of MSM or higher was omitted or another Soldiers document was placed in file by mistake)**

- Removal - **(On promotion list w/sequence number however, before being promoted committed an offense that warrants consideration for removal)**

**** Imperative Soldiers and CoC review AR 600-8-19 before submitting request for STAB ****

CONCLUDING BOARD ACTIONS

- Certify board results
- Finalize CMF review & analysis (R&A)
- Finalize board AARs
- Conduct pre-briefing and debriefing
- Conduct out-briefing with DM
- Recess -- Adjournment

AFTER THE BOARD

- Recorder attests results
- Forward results to DMPM and Promotions Branch
- G-1 approves results
- Final results released Army-wide

S1 / MPD / MIL HR OFFICE ROLE

- **Ensure Accuracy and Timeliness of:**
  - **Submitting OMPF update documents**
  - **Processing TAPDB updates thru eMILPO and update Soldier's ERB**
  - **Reporting eligibility changes to the DA Secretariat**

CHAIN OF COMMAND's ROLE

- **Assign NCOs in PMOS**
- **Counsel / Mentor for Success - conduct routine counseling to standard**
- **Reinforce that *Performance* in any Grade / Position is key to promotion**
- **Educate ALL Officers, NCOs, and civilian raters**
- **CSM/SGM review all NCOERs**

NCO's ROLE

- **Review OMPF & ERB annually and prior to every board**
- **Take photograph every 5 years & within 90 days of a change in Rank**
- **Submit memorandum to the Board President only if you have significant information not already in your file**
- **Selection process relies on accuracy of information contained in your OMPF**

NCO's ROLE

- **All documents must portray an accurate profile of your performance and potential**
- **Accuracy of information may be the discriminating factor on whether or not a board selects you for promotion**
- **Prepare your records with the same attention to detail as you would if you were preparing to appear in person**

JUST OUR RECOMMENDATIONS…

- **The NCO-ER is without question the *most important* tool board members use to judge your file**
- **“Excellence” block checks need excellent bullets; *Substantiate with facts - not fluff!***
- **Take your DA photo within a year of the board’s convene date**
- **Diversity in assignments is important; seek out the “tough” jobs**
- **Tough assignments + solid ratings = a strong file**

QUESTIONS